

**CITY OF MONROE**



**PLANNING & URBAN DEVELOPMENT**

**DEVELOPMENT PROCESS**

**CERTIFICATE OF OCCUPANCY PROCEDURES  
FOR  
NEW BUSINESSES, NEW CONSTRUCTION, ADDITIONS**

**James E. Mayo, Mayor**

**Ms. Ellen N. Hill, Director  
Planning & Urban Development**

**December, 2019**

## PLANNING & ZONING DIVISION

**You will need a Certificate of Occupancy if you are doing the following:**

- ✦ Starting a new business or changing the use, location, business ownership or the name of an existing business.
- ✦ Need temporary electricity in a commercial structure (not for occupancy)
- ✦ New construction (including additions and accessory structures)
- ✦ Enclosures
- ✦ To erect a monument or free-standing sign and billboards
- ✦ To erect or extend a fence.

### PROCEDURE FOR OBTAINING A CERTIFICATE OF OCCUPANCY

It shall be unlawful to begin moving, constructing, altering or repairing (except ordinary maintenance and repairs) any building or other structures on a site, including an accessory structure, until a Zoning Compliance Verification form has been issued. This includes new construction, changes in use and changes in lessee or ownership. No Certificate of Occupancy may be issued until a Zoning Compliance Verification form has been issued, any required permits are obtained and all appropriate inspections have been completed. This process begins in the **Planning and Zoning Division Office**.

A Certificate of Occupancy (CO) **cannot** be applied for until a Site Plan Review is conducted (if applicable).

1. **Site Plan Review** is **required** for:
  - a. Construction of three (3) or more residential units on a platted lot of record.
  - b. Construction or expansion of five thousand (5,000) or more square feet of multi-family or mixed-use building type.
  - c. Commercial, industrial or institutional development.
  - d. Creation of more than one thousand (1,000) square feet of impervious surface (paving).
  - e. Construction of accessory structures in non-residential zoning district.
  - f. The construction, alteration, or addition of any vehicle parking lot or structure providing ten (10) or more vehicle parking spaces and for any loading facility.
2. The **Zoning Compliance Verification** fee (\$75.00) is paid in the **Planning & Zoning Division Office**. (The **Certificate of Occupancy** is included in this fee.)
3. Appointments are then set up in the **Inspections Division Office** with the building, electrical, plumbing and fire inspectors for inspection of site/structure to verify that

it is up to all applicable codes. (Use). Additional permits (building, electrical, plumbing, etc.) are applied for if this is for new construction.

4. Once the **Zoning Compliance Verification** form is signed off by all the inspectors, the **Planning and Zoning Division** Office is notified.
5. The **Certificate of Occupancy** is then issued and given to the applicant.
6. The applicant brings the **Certificate of Occupancy** to the **Tax and Revenue Division Office** to obtain an occupational license (if applicable).

### **PLANNING & ZONING DIVISION**

**Site Plan Review** – this is an internal review by the appropriate Departments and Divisions for projects involving new construction, placement of accessory structures and the creation of additional parking spaces.

#### *When Required:*

- a. Construction of three (3) or more residential units on a platted lot of record.
- b. Construction or expansion of five thousand (5,000) or more square feet of multi-family or mixed-use building type.
- c. Commercial, industrial or institutional development.
- d. Creation of more than one thousand (1,000) square feet of impervious surface (paving).
- e. Construction of accessory structures in non-residential districts.
- f. The construction, alteration or addition of any vehicle parking lot or structure providing ten (10) or more vehicle parking spaces and for any loading facility.

#### *No Site Plan Review Required:*

- a. Construction or expansion of less than five thousand (5,000) square feet of multi-family or mixed-use building type.
- b. Creation of less than one thousand (1,000) square feet of impervious surface (paving).
- c. Construction of accessory structures in residential districts.

#### *Application*

- a. A pre-application conference is mandatory for site plan review.
- b. All applications for site plan review shall be filed in writing
- c. Site plan application fee is \$150.00.

#### *Site Plan Decision by Planning and Zoning Director*

- a. In deciding to approve, approve with conditions, or deny the proposed site plan, the Planning and Zoning Director or his/her designee shall consider relevant comments of all interested parties and the review criteria outlined in Section 37-1309(e) (6) of the Comprehensive Zoning Ordinance and render a decision within sixty (60) days of the filing of a complete application for review, except where such time period is extended by the applicant.

- b. The Planning and Zoning Director or his/her designee may attach conditions required to make the development site comply with this and other City Ordinances, or as necessary to protect the health, safety and welfare of the City of Monroe and to minimize adverse impacts to adjacent properties.

**No Zoning Compliance Verification or building permit shall be issued for development requiring site plan review until the site plan has been approved.**

**Applications for Board review:**

**Monroe Planning Commission**

1. Map Amendments/Zoning Change
2. Planned Unit Developments and Mobile Home Parks
3. Conditional Use Permits – Major/Minor
4. Annexations/D-Annexations
5. Subdivisions/Re-subdivisions
6. Revocations/Dedications
7. Text Amendments

**Board of Adjustments**

1. Variance (bulk requirements such as yard setbacks, height, driveway, etc.)
2. Appeals

**Monroe Heritage Preservation Commission**

Review and approval required for any outside changes to a structure or surface (including new construction, additions and accessory buildings) in any of the three (3) Historic Districts. (Don Juan Filhiol, Henry Bry and Louis Alexander De Breard)

**PROCEDURES FOR ZONING CHANGE**

1. Pre-application conference
2. Completed application received by **Planning & Zoning Division** Office 30 days prior to meeting
3. Review and processing of application by P&Z staff
4. Planning Commission public hearing held 1<sup>st</sup> Monday of each month.
5. Planning Commission recommends approval or denial to the City Council
6. City Council Hearing held 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.
7. City Council shall accept, accept with conditions or deny the Zoning change.
8. If Approved: Apply for necessary permits.
9. If Denied by City Council: Appeal to the 4<sup>th</sup> Judicial District Court within thirty (30) days of notification or wait a period of twelve (12) months to reapply to the Planning Commission.

**Expiration:** A map amendment (zoning change) shall not expire.

**PROCEDURE FOR A SUBDIVISION**  
**(Conceptual Review, Preliminary and Final Plats)**  
**(Includes Planned Unit Developments [PUD]**  
**and Planned Manufactured Home Communities [PMHC])**

1. Conceptual review/Pre-application conference with Zoning staff.
2. Preliminary Plat submitted to Zoning staff 30 days prior to meeting date (4 copies).
3. Review and processing of application by Zoning staff.
4. Development review with applicant, Engineering Department, Traffic Engineering, Sewer Department, Fire Department, Police Department, Comcast, Atmos Energy, Entergy, AT&T, U.S. Post Office and 911 Office.
5. Planning Commission public hearing held 1<sup>st</sup> Monday of each month.
6. Planning Commission approves, approves with conditions or denies Preliminary Plan
7. Construction of streets and utilities (one year time limit) complete with inspection certificate from Engineering Department.
8. In lieu of the completion of improvements prior to the submission of the final plat for approval, a performance guarantee shall be provided.
9. Final Plat review repeat #3 and #4
10. Final plan submitted to Zoning Staff 30 days prior to meeting date (4 copies of plans required)
11. Review and processing of application by Zoning Staff
12. Development review with applicant, Engineering Department, Traffic Engineering, Sewer Department, Fire Department, Police Department, Cable Companies, Atmos Energy, Entergy, Bell South, U.S. Post Office and 911 Office.
13. Planning Commission public hearing held 1<sup>st</sup> Monday of each month.
14. Planning Commission approves, approves with conditions or denies **Final Subdivision Plan and Planned Manufactured Home Communities**/recommends approval, approval with conditions, or denial to the City Council for **Final Planned Unit Development Plats**.
15. File in Parish Courthouse within 90 days of Planning Commission approval (Subdivisions and PMHC) or City Council (PUDs).

**PROCEDURE FOR A CONDITIONAL USE (Major/Minor)**

1. Pre-application conference
2. Application received by Zoning office 30 days prior to meeting
3. Review and Processing application by Zoning staff
4. Planning Commission public hearing held 1<sup>st</sup> Monday of every month.

**Minor**

1. If approved: Apply for Certificate of Occupancy within 6 months of Planning Commission's Approval
2. If denied: Appeal to the City Council within 30 days of notification.

**Major**

1. Planning Commission recommends approval or denial to the City Council.
2. City Council hearing held 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.

3. If approved: apply for necessary permits.
4. If denied by City Council: Appeal to the 4<sup>th</sup> Judicial District Court within thirty (30) days of notification or wait a period of twelve (12) months to reapply to the Planning Commission.

**Appeal (Minor):** A final decision by the Planning Commission on a minor conditional use permit may be appealed to the City Council within 30 days of the Planning Commission’s decision. **(Major):** A final decision by the City Council on a major Conditional Use Permit may be appealed to the 4<sup>th</sup> Judicial District Court within 30 days of the City Council’s decision.

**Effect of denial:** The final denial of a major or minor conditional use permit application shall ban the subsequent application for the same or similar use at the same location for a period of twelve (12) months.

**Expiration:**

- a. In an existing structure, the conditional use permit shall expire after six (6) months if a building permit application has not been filed.
- b. New construction:
  1. A conditional use permit shall expire after six (6) months if a building permit application has not been filed.
  2. Where a conditional use has been granted but no commencement of construction other than clearing and grubbing has been executed within six (6) months from the date of such conditional use permit, the property shall revert to its original state prior to such conditional use.

**PROCEDURE FOR A VARIANCE**

**(Front, side interior, side corner, rear, height encroachments, parking, sign area, and buffer protection)**

1. Completed application received by **Planning and Zoning Division office** 30 days prior to meeting date
2. Review and processing of application by P&Z staff
3. Board of Adjustments hearing held second Monday of every month
  - a. If Approved: Apply for Certificate of Occupancy within 6 months of approval.
  - b. If Denied: Appeal to the 4<sup>th</sup> Judicial District Court within 30 days of denial.

**All applications are available at the Planning & Zoning Office, 3901 Jackson Street or online at [www.monroela.us/government/departments-divisions/planning-urban-development/planning-zoning](http://www.monroela.us/government/departments-divisions/planning-urban-development/planning-zoning).**

## **TAXATION AND REVENUE DIVISION**

### **TO OBTAIN A BUSINESS LICENSE**

If you are applying for a Business License for a **New Business or Kiosk** (Pecanland Mall) you must do the following:

1. Apply for a Certificate of Occupancy at the **Planning and Zoning Division Office**, City Hall Annex, 3901 Jackson Street, Monroe, Louisiana.
2. Once you obtain a **Zoning Compliance Verification form**, you will then schedule an inspection with the **Inspection Division** for the (building, plumbing, electrical, and fire prevention inspectors to come out and inspect the location.
3. If it is deemed that there are no code violations at the location. You will return to **Planning and Zoning Division Office** and pick up your “**final**” **Certificate of Occupancy**.
4. Once you have received the final Certificate of Occupancy from the **Planning and Zoning Division Office**, you will then proceed to the **Taxation and Revenue Division Office** for your Occupational License and a local sales tax number. Both the license and the sales tax number are required before the business can be opened and operational. **The license fee for the new business is based on your estimated gross revenue for the year. The license fee for the Kiosk is \$250.00.**

## **INSPECTIONS DIVISION**

**PERMIT PROCEDURES** **Please contact the Inspections Department at 318-329-2214 or 318-329-2351 for permit fees.)**

### **Plumbing and Gas**

These permits must be obtained by Louisiana State licensed master plumbers.

### **Heating and A/C**

These permits must be obtained by heating and a/c contractors who must present proof of refrigerant license (unless only heating is installed).

### **Electrical**

These permits must be obtained by City of Monroe licensed electricians. If the electrical contractor does have a Louisiana statewide electrical license, then they are eligible to obtain a City of Monroe license.

### **Building/Residential**

Residential alteration and addition permits with a job cost of \$7,500 or more must be obtained by the State of Louisiana registered home improvement contractor. If the homeowner lives in the house and wants to be their own contractor, they must fill out an affidavit and have it notarized and return it to Inspections Office before the permit can be issued. The affidavits which are required by the LA State Licensing Board are available in our office. Residential new construction jobs with a job cost of \$50,000 or more must have a Louisiana state licensed residential contractor. If the homeowner is their own contractor,

they must fill out the above mentioned affidavit, have it notarized and return it to us in order to obtain their permit.

### **Building/Commercial**

Commercial new construction and additions will always need State Fire Marshal approval before the permits can be issued. Most alterations will need this approval also. To determine if state fire marshal approval is required, you must contact, Kenneth Green, Chief of Fire Prevention, and he will determine this. Jobs with a cost of \$50,000 or more must be done by a Louisiana state licensed contractor. If the job cost is under \$50,000 and the property owner wants to be their own contractor, they will be eligible to do this. The property owner should be operating their own business in the building and not leasing it to another party (verify with Taxation and Revenue) if they are the contractor.

### **Certification of Resident Contractor Status**

All residential and commercial contractors, rental property owners, and commercial property owners who live in Louisiana and are doing work in excess of \$3,000 must have a certification of resident contractor status letter on file with the Inspections Office. You can check on obtaining this letter by calling the local Revenue office in Monroe at (318) 362-3151 or you can call the Baton Rouge office at (225) 219-7656, Option 2.

### **Certification of Non-Resident Contractor Status**

All residential and commercial contractors who do not live in Louisiana and are performing jobs in Monroe in the excess of \$3,000 must have a certification of Non-resident contractor status letter on file with the Inspections Office. You can check on obtaining this letter by calling the Revenue office in Baton Rouge at (225) 219-7656, Option 2.

### **Occupational License Requirements**

All out of state contractors will need to obtain a City of Monroe occupational license from the Tax & Revenue Department. The contact person is Rubby Whitfield. Her phone number is (318) 329-2279.

Any in state contractors will need to give the Inspections Office a copy of their occupational license that they have in the town they domicile in. If their town does not require them to have an occupational license, then they will need to obtain a license from Ms. Whitfield.

### **Certificates of Occupancy**

All additions, new constructions, and new occupants (businesses), must obtain a certificate of occupancy from the Planning & Zoning Office. Their phone number is (318) 329-2430.

PLEASE NOTE THE PHONE NUMBER FOR THE STATE LICENSING BOARD OF CONTRACTORS IS: 1-800-256-1392

## **FIRE DEPARTMENT – FIRE PREVENTION**

### **REQUIREMENTS TO OPEN UP A NEW BUSINESS**

1. Meet with **Planning and Zoning Division** to discuss business endeavor and apply for a Certificate of Occupancy.



2. Proceed to the **Inspections Division** to schedule a date and time for the inspectors to come out and inspect the location.
3. All commercial building (business) are required to have fire extinguishers inspected and tagged by a licensed company. **Note** If travel distance to access a fire extinguisher exceeds 5'feet, then more than one extinguisher is required.
4. All new and existing exit lights and emergency light are required to be functional. **Note** If the exit lights have an emergency back-up, it must be functional also.
5. Existing and new gas fired heat furnaces are required to be enclosed in a 1-Hour Fire rated enclosure and all penetrations are required to be fire caulked.
6. All existing and new HVAC: Heating, Ventilation, and Air Conditioning systems that produce 2000 CFM's or more are required to have a smoke detector installed on the supply side of the unit and tied into a new or existing fire alarm system if applicable.
7. All fire protection equipment such as fire alarm systems, fire sprinkler suppression systems and kitchen hood fire suppression system if all are applicable are required to be serviced by a licensed company and the updated inspection tags. Kitchen hood fire suppression systems are required to be inspected every six months by a licensed fire protection company; fire extinguishers, fire alarm systems, and fire sprinkler suppression systems are required to be inspected annually (once a year) by a licensed fire protection company.
8. If the business owner is proposing to do some modifications to the building such as relocating a required exit for egress then a submittal of floor plans (sketch or drawing is required to be submitted to the office of the State Fire Marshall for review and approval.
9. All new construction for a commercial building is required to be submitted to the office of the State Fire Marshall for review and approval before construction commence.
10. The owner or contractor must provide a plan review letter for the Office of the State Fire Marshall to the inspection Department to obtain a permit to start new construction.
11. If any fire code violations or deficiencies are noted during the initial inspection, then the owner or occupant must comply with correcting any violations before the Certificate of Occupancy can be signed off on by our office.

## CONTACTS FOR STARTING A NEW BUSINESS

### 1. REGISTER WITH THE SECRETARY OF STATE (Corporations and LLCs)

8585 Archive Avenue  
Baton Rouge, LA 70809  
(225) 925-4704  
Fee: Corporation - \$75.00  
LLC - \$100.00

### 2. APPLY FOR CERTIFICATE OF OCCUPANCY AND OCCUPATIONAL LICENSE

#### Certificate of Occupancy

Planning & Zoning Division  
3901 Jackson Street  
Monroe, LA 71202  
(318) 329-2430  
Fee: \$75.00

#### **You will need:**

Site plan, legal descriptions, property owner(s) and phone number(s), contact person and phone number, business name, mailing address and phone number, landscape plan, site elevation plan and a proof of ownership or lease (if applicable).

#### Occupational License

Taxation & Revenue Division  
City Hall Annex  
316 Breard Street  
Monroe, LA 71201  
(318) 329-2220 Prompt 2 then 3

#### **You will need:**

Same as Certificate of Occupancy

### 3. APPLY FOR LOCAL SALES TAX NUMBER

Taxation & Revenue Division  
City Hall Annex  
316 Breard Street  
Monroe, LA 71201  
(318) 329-2200 Prompt 2 then 2

#### **Call to verify what you need**

Copy of Certificate of Occupancy, Special Certificates, depending on business  
(Health Inspection certificate, liquor license, etc.)  
Fee: Depends on type of business, begins at \$50.00

**4. OBTAIN STATE SALES TAX NUMBER**

Louisiana Department of Revenue  
P.O. Box 4018  
Baton Rouge, LA 70821-4018  
1-855-307-3894

All new businesses must contact the Louisiana Department of Revenue &  
Taxation for the following:

Sales Tax Registration  
State I.D. Number

Same address as above  
(318) 362-3151

**5. FEDERAL TAXES**

**New Businesses must contact the IRS regarding:**

Federal Tax ID Number  
Federal Income Tax Withholding  
Federal Unemployment Tax  
(800) 829-1040 Ext. 3

**You will need:**

Corporation Corporate Charter  
Partnership Agreement

**6. UNEMPLOYMENT INSURANCE**

Louisiana Department of Labor  
1162 Oliver Road  
Monroe, LA 71201  
(318) 362-3058

**7. WORKER'S COMPENSATION**

Louisiana Department of Labor  
1401 Hudson Lane  
Monroe, LA 71201  
(318) 362-3078

**8. HEALTH DEPARTMENT**

Ouachita Parish Health Unit  
1650 DeSiard Street

Monroe, LA 71201  
(318) 361-7260

## 9. ALCOHOLIC BEVERAGES

**You must obtain a liquor license in order to sell alcoholic beverages. You must apply locally and to the State.**

Taxation & Revenue Division  
City Hall Annex  
316 Breard Street  
Monroe, LA 71201  
(318) 329-2200 Prompt 2 then 3

Liquor License (State)  
1-855-307-3894  
Apply on-line: [www.atc.rev.state.la.us/alcohol-applications-retailers](http://www.atc.rev.state.la.us/alcohol-applications-retailers)

Louisiana Office of Alcohol & Tobacco Control  
8549 United Plaza Drive, Suite 220  
Baton Rouge, LA 70809  
(225) 925-4041

### **CITY OF MONROE CONTACT NUMBERS**

#### **PLANNING AND URBAN DEVELOPMENT DEPARTMENT –** 3901 Jackson Street

Ms. Ellen N. Hill –Director  
318-812-7443

#### **PLANNING AND ZONING DIVISION**

Joanne C. Poret, AICP – Director  
318-329-2335

Alyeasha C. Clay – Zoning Administrator  
318-329-2101

Giahanna Bridges – Planner  
318-329-2334

Mikayla Morrison – Administrative Specialist  
318-329-2213

#### **INSPECTIONS DIVISION**

Charles Sandifer – Chief Building Official  
318-329-2255

Vacant – Electrical Inspector  
318-329-2845

Terry Moore - Plumbing Inspector  
318-329-2254

Micheree Porter - Secretary  
(318) 329-2351

Cora Blanson - Secretary  
(318) 329-2214

**TAXATION AND REVENUE**

316 Breard Street  
Monroe, LA 71202

Tax and Revenue Main Line  
(318) 329-2220 Prompt numbers 2 then 3

Mr. Tim Lewis- Tax & Revenue Director

Mrs. Ruby Whitfield-Field- License Specialist

Mrs. Marier Key- Revenue Tech/ Occupational License

**FIRE PREVENTION (FIRE DEPARTMENT)**

1810 Martin Luther King Monroe, LA

Chief Terrance Taylor- Fire Prevention Chief  
(318) 329-2553

ShaBroderick Jones- Fire Inspector  
(318) 329-2553

**ENGINEERING**

3901 Jackson Street Monroe, LA

Kim Golden- City Engineer  
(318) 329-2210

Daryl Platt, Civil Manager/GIS Analyst  
(318) 812-7439

Arthur Holland – Project Coordinator  
(318) 329-2597

**SEWER DIVISION**

Charles Westrom – Sewer Manager  
318-329-3363

**WASTEWATER PRE-TREATMENT DIVISION**

TaRonda Goodin – Assistant Pre-Treatment Coordinator  
318-329-2428



**CITY OF MONROE**  
**PLANNING & ZONING DIVISION**  
**CERTIFICATE OF OCCUPANCY APPLICATION CHECKLIST**  
**FOR NEW CONSTRUCTION**

**PLEASE CHECK BOX WHEN COMPLETED**

**Pre-Application Process/Zoning Compliance Verification**

1.  Meeting with the Planning and Zoning Division.
2.  Current zoning determined

**Other requirements (check the applicable boxes below)**

3.  Zoning required (if not applicable, skip to #4)
  - A  Map amendment (re-zoning) application and fee submitted.
  - b.  Planning Commission reviews application on  
\_\_\_\_/\_\_\_\_/\_\_\_\_
  - c.  Ordinance is introduced by City Council on  
\_\_\_\_/\_\_\_\_/\_\_\_\_
  - d.  Ordinance is finally adopted by City Council on  
\_\_\_\_/\_\_\_\_/\_\_\_\_
4.  Variance required (if not applicable, skip to #5)
  - a.  Variance application and fee submitted.
  - b.  Board of Adjustment reviews application on  
\_\_\_\_/\_\_\_\_/\_\_\_\_
  - c.  Approved     Approved with Conditions     Denied
  - d.  Appealed.
5.  Subdivision requested (please refer to the Subdivision Checklist, if not applicable skip to #6)
  - Subdivision checklist given.
6.  Planning Commission approval required (if not applicable, skip to #7)
  - a.  Planning Commission application and fee submitted.
  - b.  Planning Commission reviews application on  
\_\_\_\_/\_\_\_\_/\_\_\_\_
7.  Board of Adjustment approval required (if not applicable, skip to #8)
  - a.  Board of Adjustment and fee submitted.
  - b.  Board of Adjustment reviews application on  
\_\_\_\_/\_\_\_\_/\_\_\_\_

- 8.  Annexation requested (please refer to the Annexation Checklist, if not applicable, skip to #9)
  - Annexation Checklist given
- 9.  Certificate of Appropriateness required (Reviewed and approved by the Heritage Preservation Commission)
  - a.  Certificate of Appropriateness application, submittals (see application) and fees submitted.
  - b.  Heritage Preservation Commission reviews application on \_\_\_ / \_\_\_ / \_\_\_

**Applying for the Certificate of Occupancy/Zoning Compliance Verification**

- 10.  Site plan/survey plat submitted and depicts:
  - a.  Site plan showing parking access, building layout, fencing, accessory structure, signage, if applicable.
  - b.  Landscape plan. (Note: This is only for new commercial construction, an increase in the number of parking spaces of ten (10) or more or if there is a 20% or more increase in the square foot of the structure, or if a second story is added. May be submitted separately)
  - c.  Side elevation plan noting height of all buildings.
- Other submittals:
  - a.  Drainage impact statement
  - b.  Flood elevation certificate, if the site lies in an AO, AE or A flood zone. (An elevation certificate is required to be completed by a registered architect, land surveyor or engineer and returned to the Planning and Zoning Office before a final CO is issued.)
  - c.  Landscape plan, if submitted separate from the site plan.
- 11.  Zoning Compliance Verification Form/Certificate of Occupancy fee paid.

**Applying for the Building Permit**

- 12.  Zoning Compliance Verification form brought to the **Inspections Division**
  - a.  Third Party Review letter and letter from State Fire Marshall are submitted.
  - b.  Other applicable permits applied for.
  - c.  Building Permit issued.
- 13.  Inspections
  - a. Building Inspections (scheduled during construction)
    - Degrass
    - Foundations or footings
    - Framing
    - Electrical
    - Plumbing
    - Fire Department (if applicable)



- Engineering Department (if applicable)
- b. Final Inspections for compliance, prior to occupancy
  - Building
  - Electrical
  - Plumbing
  - Fire Department
  - Engineering Department

**FINAL Certificate of Occupancy**

- a.  Planning & Zoning notified that all inspectors have signed ZCV form.
- b.  Landscaping and required number of parking spaces verified by Zoning Administrator.
- c.  Final Certificate of Occupancy is issued.

The final Certificate of Occupancy needs to be brought to the Taxation and Revenue Division to apply for a business licenses.



**SUBDIVISION REVIEW CHECKLIST  
CITY OF MONROE  
PLANNING & ZONING DIVISION**

**PLEASE CHECK BOX WHEN COMPLETED**

Sketch Plan Review

1.  Meet with Planning and Zoning Staff to discuss subdivision plans.
  - 1a.  Sketch Plan submitted for review. (Optional)

Preliminary Plan Review

2.  Meet with Planning and Zoning Staff to discuss Preliminary Subdivision Review
3.  Planning Commission Application for Preliminary Plan review submitted.
  - a.  Submit four (4) copies of the Preliminary Plan with fee.
  - b.  Development Review Committee reviews plan on \_\_\_/\_\_\_/\_\_\_
  - b.  Planning Commission reviews application on \_\_\_/\_\_\_/\_\_\_

Final Plan Review

4.  Planning Commission shall not approve the final plat of any subdivision unless the improvements/infrastructure (if applicable) has been installed and completed with an Inspection Certificate from Engineering Department. (If no improvements/infrastructure is required, skip to # 5)

**OR**

- In lieu of the completion of improvements/infrastructure prior to the submission of the final plat for approval, the Planning Commission may accept a performance guarantee (types are listed in the City of Monroe's Subdivision Ordinance 32-91) in an amount and with surety and conditions satisfactory to it providing for an securing to the municipality the actual construction and installation of such improvements within a period specified by the commission and expressed in the bond.
5.  Completed Planning Commission Application for Final Plat review
  - Any applicable changes made from preliminary plat review
  - Four (4) copies of the plat and the fee submitted
  - Planning Commission reviews application on \_\_\_/\_\_\_/\_\_\_
6.  City Engineer and P.C. Chairman sign final plats.
7.  The plats are filed/recorded in the Ouachita Parish Courthouse. One plat with the Clerk of Court stamp is submitted to the Planning and Zoning Office and one plat is submitted to the Engineering Department.

# **APPENDIX**

## **SEWER/WASTEWATER PRE-TREATMENT DIVISION**

### **Sewer Tie-in Fees**

All property owners shall pay a one (1) time tie-in fee of eighty cents (\$0.80) per gallon of design capacity of the property. This fee shall increase or decrease based on American City and County Construction Cost Index as published monthly in "American City and County" after council action.

The design capacity shall be based on use of the property.

- (1) Residential unit: Three hundred fifty (350) gallons each.
- (2) Other land use industrial sites: Shall be based on best estimates of sewage loading, either by BODs loading or flow, with a minimum of one thousand eight hundred seventy-five (1,875) gallons per acre (acreage shall include all street rights-of-way and easements).
- (3) Food Service Establishments – 50 gps (gallons per seat)

### **Permit Application Fees**

(a) Commercial permit. A commercial permit shall be required of any nonresidential facility where a grease, oil, or sand interceptor is required or where the manager determines a commercial permit is needed. The application for the permit shall be filed with the manager. An application fee of three hundred dollars (\$300.00 per year) shall be paid when the application for the permit is filed (nonrefundable). The permit shall be valid for a period established by the control authority but not to exceed five (5) years.

(b) Waste water discharge permit. A waste water permit shall be required of any facility where a discharge contains any substance as covered in section 30-45 or where the manager determines a waste water permit is needed. The application for the permit shall be filed with the manager. An application fee of twenty-five dollars (\$25.00) shall be paid when the permit is filed (nonrefundable). The permit shall be valid for a period established by the control authority but not to exceed five (5) years.

(c) Storm sewer discharge permit. A storm sewer discharge permit shall be required where nonstorm water is discharged into the city's storm sewer. The application fee of fifty dollars (\$50.00) shall be paid when the application is filed (nonrefundable). The permit fee shall be the same as the fee for a waste water discharge permit. Permits shall be valid for a period established by the control authority.

### **Reporting Accidental Spills & Discharges**

To report accidental spills and illegal discharges to the sanitary sewer system please contact the Pretreatment Division at (318) 329-2428 or (318) 329-2463 Monday – Friday  
from 7:00 a.m. to 3:30 p.m. For after hours and weekends call (318) 366-1347 or (318) 366-2615.

**Application Fees (2015)**

**MAP AMENDMENT**: \$300.00 for the first acre and (\$25.00) for each acre. Min charge \$300.00, max charge \$3,000.00.

**PLANNED UNIT DEVELOPMENTS AND MOBILE HOME PARKS**: \$250.00 for the first acre and \$25.00 each additional acre. Min charge \$250.00, max charge \$2,500.00. Acreage based on total acres exclusive of streets.

**SITE PLAN REVIEW**: \$150.00 per plan.

**CONDITIONAL USE PERMIT**: Major: \$250.00 Minor: \$150.00

**VARIANCES**: \$200.00

**TEXT AMENDMENTS**: \$100.00

**PRELIMINARY/FINAL SUBDIVISION PLAT**: \$25.00 per lot. Minimum fee \$250.00, maximum fee \$2,500.00.

**REVOCAION**: \$200.00/**DEDICATION**: \$200.00

**ZONING COMPLIANCE VERIFICATION FORM**: \$75.00. (Temporary uses \$50.00) The final CO is included in this fee.

**ANNEXATIONS**: \$200.00

**FENCE PERMITS**: \$25.00

**CERTIFICATE OF APPROPRIATENESS**: \$75.00

**COPIES**: .50¢

**APPEALS**: \$75.00

**ZONING CERTIFICATION LETTER**: \$25.00

CITY OF MONROE LA.



DRAINAGE IMPACT STATEMENT

TITLE OF DEVELOPMENT: \_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

OWNER: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF DEVELOPMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAMES AND ADDRESS OF PERSON, FIRM, OR CORPORATION SUBMITTING  
STATEMENT \_\_\_\_\_

\_\_\_\_\_

DATE

PRINT NAME

SIGNATURE OF REPRESENTATIVE

# DRAINAGE IMPACT STATEMENT

## CERTIFICATE By a Registered Engineer

This is to certify that the information submitted herein is a true representation of all facts regarding the proposed development with respect to Drainage and Utilities.

\_\_\_\_\_  
Signature of Registered Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name of Registered Engineer

\_\_\_\_\_  
Title

SEAL

\_\_\_\_\_  
\_\_\_\_\_  
**ACTION TAKEN BY CITY REPRESENTATIVE**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

\_\_\_\_\_  
City Representative

# DRAINAGE IMPACT STATEMENT

## 1. **NARRATIVE DESCRIPTION**

A. Physical description of proposed development

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B. Description of significant changes, requirements, and/or additions to the existing Drainage, which will be affected.

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DRAINAGE IMPACT STATEMENT

C. Description of significant changes, requirements, and/or additions to the existing Utilities, which will be affected

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2. **TOPOGRAPHIC INFORMATION:**

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## DRAINAGE IMPACT STATEMENT

3. **CALCULATIONS:**

4. **ECONOMIC IMPACT STATEMENT:**

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# DRAINAGE IMPACT STATEMENT

## INSTRUCTIONS

1. This Statement shall be required for all developments that are within the City of Monroe corporation limits.
2. Fill out page **One** and **Three** as completely as possible.  
The **Certificate**, (page Two), must be Signed and Stamped by a Registered Engineer.
3. Fill out Section 1. Narrative Descriptions to the point it is applicable.

1. **Existing Topographic Information:** A Topographic Plat of the proposed site improvements **must** be attached to this Statement.

This Plat must show, as a minimum, the following information:

1. Provide a Plat showing existing spot elevations, contours and ridgelines, etc. sufficient to show direction of the existing drainage flow. Elevations should extend beyond the property lines by a minimum of fifty (50) feet. To the extent possible, show the downstream route to a major drainage. This information shall be sufficient to use in preparing the Design Drainage Plan.
2. If any adjacent property is affected by the improvement, it will be the developer's responsibility to provide a suitable alternate route for the adjacent property drainage.
3. Locate and show all sizes and depths of existing storm and sanitary drainage structures, and all other utilities.

2. **Calculations and Drawings:** The following calculations shall be provided:

1. Calculations based for a twenty-five (25) year rainfall using the Rational method, or other approved methods, which show derivation of quantities and areas for each drainage basin for both the existing topography and proposed design.
2. Flow rate, (Q), to be shown in cubic feet per second and given for all drainage structures and basins.
3. Zero impact is enforced. Post-Construction CFS cannot exceed Pre-Construction CFS.
4. If retention is required, provide design drawings, calculations and hydrographs.
5. Provide Design drawings showing all features including buildings parking and grass areas, drainage structures, surface types, and area sizes necessary to evaluate the design.
6. Show all utilities, their size and locations. Make special detail drawings for construction and/or tie-ins to be submitted for approval.
7. The erosion control plan shall be implemented to protect soils exposed during construction activities to prevent the offsite movement of sediment and prevent pollution of waters of the state. Waters of the state include street gutters, storm sewer catch basins, natural streams, drainage ditches, road ditches, drainage tile intakes, wetlands and lakes.

3. **Economic Impact Statement:** Describe the estimated cost and who will be responsible for the same. Give the estimated cost for the additional maintenance and operation, which will be incurred by the City, to provide additional utilities and drainage.

# SUBMITTAL REQUIREMENTS

## Building and Civil Plan Sheets Required:

1. Title Sheet
2. Subdivision Plat
3. Topographic & Boundary Survey – Show all drainage features, utilities, roads, structures, impervious and pervious areas and FEMA flood zone or floodway designated areas.
4. Site Plan
5. Existing Drainage Plan
6. Proposed Grading & Drainage Plan (include benchmark)
7. Existing Drainage Areas with Hydraulic Lengths
8. Proposed Drainage Areas with Hydraulic Lengths
9. Detail Sheets
10. Utility Plan
11. Paving Plan
12. Erosion Control Plan
13. Landscape Plan
14. Foundation Plan
15. Floor Plan
16. Building Elevation Plan
17. Plumbing Plan
18. Electrical Plan
19. Plan/Profile Sheets: (If Applicable)
  - A. Drainage Sheets (Minimum Scale 1" = 50' Horizontal) and (1" = 5' Vertical)
  - B. Roadway Sheets (Minimum Scale 1" = 40' Horizontal) and (1" = 4' Vertical)
  - C. Show size, type, and invert elevation of all drainage pipes and structures, geometric layout of all streets including centerline, geometry centerline roadway stations, finished centerline roadway slopes (minimum 0.00% for curb and gutter streets) including points of vertical intersection, finished grade at right-of-way, hydraulic gradient, tail water elevation, ditch flow lines, top and invert elevations of all drainage structures and utility lines, dimension of all servitudes, all utilities within road right-of-way, north arrow and legend.

## Note:

1. **All plan sheets shall be prepared and submitted on a 22"X34" or 24"X36" paper size. Each Plan should be on an individual full-size sheet. Only common engineering scales shall be used.**
2. When resubmitting, please submit a complete set including the revised sheets with the revisions noted in the revisions table on all applicable sheets.
3. Twenty-Five dollars (\$25.00) Engineering Project Permit fee is required. It shall be paid in the Inspections Department at the same time the Building Permit is issued.